

March 24, 2003

Kim Miller
Missing Child Task Force
Coleman A. Young Municipal Center
2 Woodward Ave., Suite 1340
Detroit, Michigan 48226

Dear Ms. Miller:

In response to your survey regarding Missing Person Procedures and Personnel, I spoke with Lieutenant Rachel Keefe of the Boston Police Department's ID Unit who stated that missing person cases are investigated at the district level. We keep track of the cases by using the NCIC computer database. In 2002, a total of 2,186 people were reported missing. Out of that total, 1,540 were juveniles. I have enclosed a copy of our department's Rule 317, Missing Children and Persons, which describes how an officer should handle a missing person case.

Should you have any questions pertaining to the enclosed information, or need additional information, feel free to contact me at (617) 343-4530.

Sincerely,



Tracy Kenney
Research Analyst
Office of Research and Evaluation

Boston Police

SPECIAL ORDER NUMBER 92-64

TO: ALL BUREAUS, DISTRICTS
AREAS, DIVISIONS, OFFICES,
SECTIONS AND UNITS

COPIES TO: ALL SUPERINTENDENTS
DEPUTY SUPERINTENDENTS
AND DIRECTORS

December 30, 1992


SUBJECT: RULE 317, MISSING CHILDREN AND PERSONS

Effective immediately, Rule 317, Lost Children and Missing Persons, is hereby rescinded and replaced with the attached Rule 317, Missing Children and Persons. This new rule is effective immediately, superseding all previously issued Rules, Procedures, Orders and other Directives concerning Missing Children and Persons.

The amended rule creates two new Department forms which are mandated by NCIC requirements. The first, BPD Form Number 2602 is to be filled out by the Officer taking the report with as much information as is available.

The second, BPD Form Number 2608 is an internal document to be used by the Missing Persons Unit.

Commanding Officers shall ensure that the attached Rule 317, Missing Children and Persons, is posted on appropriate bulletin boards until a general distribution is made.


FRANCIS M. ROACHE
POLICE COMMISSIONER

MENTION AT ROLL CALLS



POST UNTIL Indefinite

Boston Police Rules and Procedures

RULE NO. 317

MISSING CHILDREN AND PERSONS

This rule is issued in order to establish uniform procedures to ensure that reports of missing persons are promptly recorded, assessed, and investigated. Initial Police response to the report of a missing person is critical to the effective collection of evidence and tracing of leads, as crucial evidence may be lost if it is subsequently discovered that the person was abducted. In particular, great care must be exercised in investigating any missing child cases, as all missing children are at risk.

I GENERAL CONSIDERATIONS

With the establishment by the FBI of a federal clearing house of information concerning missing children and another clearing house for recording unidentified dead bodies, it is essential for law enforcement officers to gather complete information when they are informed that a person is missing. It is also necessary for this department to ensure that complete information is supplied to the federal agencies. Therefore, the following procedures shall be strictly complied with by all Police Department personnel.

II DEFINITIONS

The following definitions are in common use by both the NCIC and MCH Systems Board. In order to comply with both NCIC and State definitions of missing person categories, Officers should be guided by the below listed definitions:

- a. Disability: A person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger.
- b. Endangered: A person of any age who is missing and in the company of another person under circumstances indicating that his/her physical safety may be in danger.
- c. Involuntary: A person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary, i.e., abduction or kidnapping.
- d. Juvenile: A person who is missing and declared unemancipated as defined by the laws of his/her state of residence and does not meet any of the entry criteria set forth in a, b, c, or e.
- e. Catastrophe Victim: A person of any age who is missing after a catastrophe.
- f. Parental Kidnapping: MGL 265-26A provides in part that, "Whoever, being a relative of a child less than eighteen years old, without lawful authority, holds or

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intends to hold such a child permanently or for a protracted period, or takes or entices such a child from his lawful custodian ..."

III INITIAL RESPONSE & RESPONSIBILITIES

Section 1

The primary responding officer who is informed that a child or a person is missing shall take a full description including whether or not the person is either mentally or physically impaired, together with all other information which may aid in locating the missing person and will notify Operations so that an immediate broadcast can be made.

The Officer will also record the name, address, telephone number, relationship and signature of the complainant and record all information received promptly on a Boston Police Department Incident Report Form 1. 1 and Boston Police Department Missing Person Form 2602 to his Duty Supervisor.

Section 2

An Officer, upon receiving a report of a missing child or person will notify the Missing Persons Unit, Tel.# 3-4687, who in turn will fill out Boston Police Department Form 2608 and initiate an NCIC entry.

The Duty Supervisor shall forward a copy of the Form 1. 1 and Form 2602 to the Missing Persons Unit.

Section 3

If the report concerns a missing child, the Officer also shall inquire:

- a. whether -the- child's absence- is -a -significant- deviation- from established patterns of behavior and cannot be explained;
- b. whether the child is believed to be with adults, including parents and other relatives, who may endanger the welfare of the child.

To facilitate follow-up procedures, all department personnel should be aware that children under the age of eighteen (18) years shall be recorded as missing children. District Commanders shall ensure that at least once each day for five (5) days after a report is received that a child under the age of eighteen (18) years is missing, an Officer under his command shall visit or contact the home of the complainant to ascertain whether the child who was reported missing has returned.

After the initial five-day period, a complainant who has reported a child under the age

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Of eighteen (18) years or missing shall be visited or contacted at least once a week until the child has been located. The name of the person contacting the complainant as well as the date and time that each contact was made shall be recorded in the missing person file.

When it appears that a crime such as a kidnapping may have occurred, the Supervisor shall ensure that a copy of Boston Police Department Form 1.1 report is sent forthwith to the Bureau of Investigative Services. The Duty Supervisor shall also treat the incident as a Missing Persons incident (endangered) and the Missing Persons Unit shall be notified.

Section 4

District Commanders shall ensure that separate active and in-active files are maintained for missing children and for missing persons.

Each follow-up contact with the complainant is recorded with the date, time and name of the person making such contact on the 1.1 report.

IV THE ELDERLY, MENTAL ILLNESS, OR DISEASE

Section 1

Whenever a missing person report is received involving a resident who is suspected to be suffering from Alzheimer's Disease, is in poor mental health, or is sixty (60) years of age or older, the District Commander shall ensure that at least once a day for five (5) days after a report is received that a missing person who is suspected of suffering from Alzheimer's Disease, sixty (60) years of age, or is of poor mental health, an Officer under his command shall visit or contact the home of the complainant to determine whether the victim has returned.

Whenever the victim of the missing- persons report is sixty (60) -years or older, the Senior Response Unit (SRU) shall coordinate with the District Officers in establishing a plan of action appropriate for the situation, as well as notify the City of Boston Commission on Affairs of the Elderly of their activities.

After the initial five-day period, a complainant who has reported a suspected victim of Alzheimer's Disease, a person of poor mental health, a person sixty (60) years of age or older missing shall be visited or contacted at least once per week until the person is located.

The name of the Officer contacting the complainant as well as the date and time that each contact was made shall be recorded on the missing persons report.